

**City of Williamsburg**Facility name: Public Works and  
Utilities DepartmentPeriod ending: Friday, December 31,  
2010

Person resp	Prepared by	Reviewed by	Approved by
EMS 7/6/2004	EMS 7/6/2004	DGC 4/19/2013	DGC 4/19/2013

4.4.62-4FB

Revision no.

## 4.4.62-4FB Tracking of Environmental Spills and Releases

Date of issue: 4/19/2007 Effective until date: 4/19/2014

**Warning!** The information in this document may be out of date and should be reviewed.

Document location:

Distribution list:

Current revision no.:

Contractors will immediately report all spills or releases of materials other than incidental ones to the EMS TEAM at (757) 220-6140. Contractors will follow up by completing, signing and returning this form to the City of Williamsburg EMS Team in a reasonable and agreed-upon time frame.

*The following information is to be filled out by the contractor for the purpose of tracking environmental spills and releases. This information will be reviewed and entered into the CITY'S ENVIRONMENTAL MANAGEMENT INFORMATION SYSTEM.*

*Please fill in all areas, using **Not Applicable** or **N/A** as necessary to complete the form. Please print.*

**Contractor information:**

Contact person:

Position:

Company name:

Address:

Phone:

Mobile:

Fax:

Email:

**Incident description**

Incident:

**Spills****Spill/Release**

Spill date:

Chemical:

Agency notified:

Date notified:

Clean-up method:

Disposal method:

Spill time:

Quantity spilled:

Date notified:

**Waste disposal contractor**

Company name:  
Contact person:  
Position:  
Phone:  
Secondary phone:  
Fax:  
Email:  
Contractor expertise:

*For questions or additional information regarding this form, contact the EMS Team at (757) 220-6140.*

Contractor name: Name	Position: Position
Contractor signature: Signature	Date:

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*To be completed by the EMS Team after a review is conducted.*

A review of the above incident determined that the spill/release is:

NOT REPORTABLE - no further action is needed.

REPORTABLE - contacted the proper authority.

Input spill/release information into City of Williamsburg Department of Public Works and Utilities  
Environmental Management System.

Executive manager name:	Date:
Executive manager signature:	

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Adapted with permission from materials prepared by Huggins, Faulkner & Flynn, [www.hf2.com](http://www.hf2.com).